

**County of San Bernardino
Department of**



BEHAVIORAL HEALTH

Promoting Wellness, Recovery, and Resilience

County of San Bernardino
DEPARTMENT OF BEHAVIORAL HEALTH

**PREVENTION AND EARLY INTERVENTION
EXPANSION AND TECHNICAL ASSISTANCE PLAN FY 08-09
January 29, 2009**

**Prevention and Early Intervention Expansion Plan FY 08-09
San Bernardino County**

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County of San Bernardino

Prevention and Early Intervention Plan Expansion FY 08-09

Background

On September 24, 2008 the Mental Health Services Oversight and Accountability Commission (MHSOAC) officially approved the County of San Bernardino Department of Behavioral Health (DBH) Prevention and Early Intervention (PEI) Component of the Three-Year Program and Expenditure Plan. Concurrently on September 24, 2008 Department of Mental Health (DMH) released Information Notice 08-27 releasing additional community planning and PEI augmentation funding. This additional funding provides the County of San Bernardino Department of Behavioral Health the opportunity to expand approved PEI projects, ensure adequate funding for capacity building and evaluation activities, and ensure DBH has appropriate infrastructure developed to support implementation of the new PEI system.

Summary of Available Funding

The following table illustrates the amount of funds available for PEI Program Plan expansion and the narrative describes the methodology used to determine the available amount.

DMH Info Notice	CPP amount requested	Planning Est. Requested	Total Requested	Available Balance
07-17, 07-19	\$881,397	\$14,239,611	\$15,121,008	\$795,292
08-27				\$2,153,800
08-37				\$645,800
TOTAL				\$3,594,192

- DMH Information Notice 07-19 planning estimate releases \$1,235,800 for community program planning, \$5,936,400 for FY 07-08, and \$9,979,900 for FY 08-09 for a total planning estimate available to San Bernardino County of \$15,916,300.
- On November 13, 2007 the County of San Bernardino submitted a request for \$881,397.00 for community planning activities.
- On July 15, 2008 the DBH submitted the PEI program and expenditure plan to the MHSOAC. The plan contained program expenditures that totaled \$14,239,611.
- This indicates that **\$795,292** is still available to San Bernardino County per DMH IN 07-19 ($\$15,916,300 - \$881,397 - \$14,239,611 = \$795,292$)
- DMH IN 08-27 releases **\$2,153,800** for Program Augmentation.
- DMH ON 08-37 releases \$322,900 per year for fiscal years 08-09 through 11-12 for training, technical assistance, and capacity building at the local level. Counties can apply for two fiscal years for a total of **\$645,800**.

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Community Planning Process

The extensive community planning process conducted in the development of San Bernardino County's PEI Plan allowed for an easy reconvening of community stakeholders to obtain recommendations for expansion of the projects in the approved PEI Plan. On December 9, 2008 the PEI large stakeholder group convened to strategically determine:

- which projects could be and should be expanded to ensure successful implementation;
- the methodology and resources needed for creating and sustaining a PEI system evaluation plan;
- the resources needed to build community assets, mobilize communities, and build the capacity of PEI partners.

The recommendations of the large stakeholder group are outlined below.

Project/Concept	Recommended Action	Resource Allocation
Community Wholeness & Enrichment	Expand project to ensure/improve successful collaboration with primary care physicians	\$650,000
Child and Youth Connection	Expand sub-contracts and expand Child and Youth Connection Project to allow full staffing as described in original plan	\$540,000
Promotores de Salud	Expand project to target additional cultural communities	\$200,000
Family Resource Centers (FRC's)	Expand funding available for CBO's to implement/expand FRC's across the County	\$710,700
Evaluation Plan	Fund the development and management of evaluation of the entire PEI system	\$848,392
Training and Technical Assistance	Community Liaisons, training staff and community, building community assets, mobilizing communities.	\$645,800
TOTAL		\$3,594,892

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A description of the PEI Plan expansion was circulated to representatives of stakeholder interest and other interested parties in several ways. On January 15, 2009 the Community Policy Advisory Committee (CPAC) met to review and approve the expansion. Once approved, the proposed expansion plan was posted for thirty days on the County and DBH internet websites. Copies of the updates were distributed to all of the County clinics and contract agencies for display and review. Copies were also distributed to the Mental Health Commission, the Board of Supervisors, and the entire large subcommittee. Specific requests for the expansion plan were answered on an ongoing basis.

(DESCRIBE FEEDBACK HERE AFTER 30 DAY POSTING)

Proposed Program Expansion

Community Wholeness and Enrichment (WE)

This already approved PEI Project currently targets Transition Age Youth and Adults experiencing onset of serious psychiatric illness throughout San Bernardino County. The WE Program will deliver these services throughout SB County via three (3) components:

- A universal prevention component that provides depression screenings and community education throughout SB County;
- A component targeting trauma exposed individuals (selective populations such as domestic violence survivors, LGBTQ who have experienced discrimination or depression, adult children of alcoholics, etc.) that emphasizes self awareness, leadership and resiliency; and
- Early intervention services for those experiencing early onset of psychiatric illness.

Expansion of this approved project will strengthen anticipated outcomes by expanding services to children when necessary, and increasing opportunities to intentionally target early intervention services to individuals in collaboration with primary care providers. San Bernardino County plans on collaborating with three health clinics to embed mental health services in primary care facilities. It is estimated that, at minimum, an additional 600 individuals per year can be served with expansion of this project.

Implementation of the expansion of this project will begin upon approval.

Total funding requested for the expansion will be \$650,000 for this project (See Attachment A).

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County of San Bernardino

Prevention and Early Intervention Plan Expansion FY 08-09,

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Child and Youth Connection

Expansion of the Child and Youth Connection project will allow sustainable funding of a Mentoring Resource Specialist that will be employed via MOU with SB County's Children's Network. In addition, DBH will increase funding to the Juvenile Public Defenders office to employ an additional Social Worker to work with juvenile justice system involved children and youth and their families. The additional Social Worker will provide screening, assessment, and service coordination in an additional region of the County. They also work collaboratively with the DBH, District Attorney's Office, and local SARB's to improve the outcomes for this high risk population. It is estimated that an additional 250 children/youth and their families will be served through this expansion. To ensure adequate screening, assessment, and referral of foster children and their families and allow full participation in Team Decision Making processes throughout the County, DBH will also expand this portion of the Child and Youth Connection Project and include additional services such as:

- Increase case management services for juvenile court and foster children and youth
- Increase the number of Healthy Homes screenings to foster children 5 years and older
- Decrease the time of the Healthy Homes screenings from 6 months in placement to 3 months in placements to assess if a child has mental health needs
- Clinical staff to attend Team Decision Meetings at Department of Children Services to link Dependents to mental health services and act as a consultant to DCS
- JCBHS (Juvenile Court Behavioral Health Services) was developed to expand the review process of the psychotropic medication application (JV220) for juvenile Dependents and Wards of San Bernardino County. Clinical staff to assess minors' mental health needs and link them to services. Collaborate with other agencies, DCS, Public Health, Probation on a committee to give recommendations to the court on behalf of these minors.
- Estimate 120 additional screenings and 120 additional assessments, 2400 hours of staff time devoted to case management and Team Decision Making

Implementation of the expansion of this project will begin upon approval. It is estimated that through this expansion an additional 490 individuals will be served for a cost of **\$540,000** (Attachment B).

Promotores de Salud

Increasing funding for the Promotores project will allow SB County to target additional cultural communities that have expressed interest in utilizing the Community Health Promoter model such as LGBTQ, Native American, Asian-Pacific Islander, and African American. This project expansion will allow for an estimated additional 4,000 individuals to receive services.

Implementation of this proposed expansion will be effective July 1, 2009.

The funding requested for this expansion is \$200,000 (Attachment C).

Family Resource Centers

Community stakeholders continue to support expansion of existing or establishment of new resource centers. To fully support the establishment/expansion of Family Resource Centers and target an additional 3,500 San Bernardino County residents, **the funding requested to expand this project is \$710,700 (Attachment D).** Implementation of the expanded services will be effective July 1, 2009.

PEI System Evaluation

Developing a countywide evaluation plan for the PEI system is an essential first step in ensuring the DBH is making wise community investments. The approved plan contains three broad initiatives. Each initiative contains 3-5 projects that employ varying strategies to serve a variety of target populations. DBH would like to request funding of **\$848,393** for PEI evaluation. Staffing costs related to ongoing collection and management of data are \$227,253, leaving \$621,139 to be utilized to assess the current PEI Plan, develop key indicators for evaluation, develop the countywide evaluation plan, and manage data collection and analysis activities in collaboration with consultants (Attachment F).

Training, Technical Assistance, & Capacity Building

San Bernardino County intends to fully utilize the entire training, technical assistance, and capacity building planning estimate as outlined in DMH Information Notice 08-37. Details for expenditures related to the \$322,900 per fiscal year over the first two year period to total **\$645,800** are included in Enclosure 2 inserted on next page. Corresponding budget can be located as Attachment G.

**Training, Technical Assistance and Capacity Building Funds Request Form
(Prevention and Early Intervention Statewide Project)**

Date: 01/06/2009	County Name: San Bernardino
Amount Requested for FY 2008/09: \$322,900	Amount Requested for FY 2009/10: \$322,900

Briefly describe your plan for using the Training, Technical Assistance and Capacity Building funding and indicate (if known) potential partner(s) or contractor(s).

The County of San Bernardino plans to allocate funds from Training, Technical Assistance and Capacity Building to facilitate the following projects:

Building Community Assets

- ☞ Community Liaison Positions will be created for each of the three initiatives outlined in the County of San Bernardino Prevention and Early Intervention Plan. The Community Liaisons will work as a link between the community and the Department of Behavioral Health (DBH) and will report to the DBH Office of Prevention and Early Intervention (OPEI). The consultants will provide requisite specialized subject matter expertise and will advise and educate community stakeholder groups, department staff, and consumer/family members. In addition, the consultants will have a critical role in assisting the DBH-OPEI in assessing and building the readiness of current and future stakeholders and systems to successfully implement PEI projects. The Community Liaisons will assume responsibility for reviewing, assessing, and reporting the readiness of the Prevention and Early Intervention System as a whole; determining the current prevention capacity of the County and its stakeholders; and making recommendations to stakeholders and County for methods and strategies that could be utilized for improvement. The Community Liaisons will work closely with the Office of Prevention and Early Intervention to develop and implement a technical assistance and capacity building plan. In order to properly service the largest county in California, an additional Community Liaison for each of the three initiatives will be funded through leveraging additional PEI planning estimate funding described in DMH Information Notice 08-27. The total cost over the next two years for these 3 positions will be **\$441,400**.
- ☞ In addition to community work, DBH is actively collaborating with 3 local community colleges and one local university. Through these efforts, each site will administer a needs assessment utilizing the American College Health Association National College Health Assessment. Each site plans to administer 1,500 surveys to students. Estimated costs associated for the purchase of 6,000 surveys, creation of institutional data files, data report, executive summary, and comparison information will be included for a total estimate of **\$12,000** over two years.

Training and Technical Assistance

- ☞ **NCTI Crossroads Education** is a science-based curriculum that requires facilitators to be trained according to the standards of the program developers. San Bernardino County intends to adhere to the fidelity of the program and will train and certify contracted community-based organization and Department staff to deliver the curriculum according to the standards. According to the Program Developers, National Curriculum Training Institute (NCTI), the training is delivered at a cost of \$649 per participant for 40 hours of training. San Bernardino County intends to train approximately 30 people to total a basic cost of \$19,470. Additional \$530 for bottled water, additional materials, and space will be included to total **\$40,000** over two years.
- ☞ **The Incredible Years** is an evidence-based curriculum that San Bernardino County intends to utilize as part of the school based initiative. The program requires that all group leaders, parent leaders, and group mentors become certified through the Incredible Years developers. This certification fee is approximately \$400 per person. San Bernardino County may certify 5 people per site (2 sites) per year to administer this program for a total cost of **\$8,000**.
- ☞ **Effective Black Parenting** is a culturally specific parenting program that San Bernardino intends to utilize across the County and may support Family Resource Centers and/or Student Assistance Programs. Program facilitators must be certified to train. The cost to certify up to 25 persons is \$975 per person which includes the 5 day training workshop, and the instructors kit. The County may certify up to 25 people per year at a rounded cost of **\$49,000**.
- ☞ **Bridges Out of Poverty** is key to understanding the majority of the PEI participants culture. San Bernardino County will certify a minimum of two staff in year one. Cost of \$9,000 includes cost of training and travel to become certified. This initial investment will allow San Bernardino County to conduct ongoing training

throughout the County. Request for funding in year two allows certified staff to attend a booster session and will pay for a portion of the cost of training for a two year cost of **\$11,700**.

- ☞ **Understanding Educational Corrective Action Programs**—During the community planning process local stakeholders and parents expressed interest in gaining better understanding of school based legal processes related to Individual Education Plans, ADA 504 Plans, and Student Study Teams. DBH intends to utilize the services of local experts in this field to conduct several workshops for parents, social workers, employees, and interested community members that could include topics such as: Planning for an IEP, Tips for Writing Effective IEP Goals, Assistive Technology and the Special Needs Child, Triannual Reviews, and, for professionals, Report Writing for Professionals. Each session costs approximately \$1,000 per session. Trainings will be offered at multiple sites across the county and price includes cost of materials and cost of presenter for a total of **\$10,000**.

- ☞ **Grassroots Evaluation**—Conducting a solid and informative program evaluation is essential to providing effective prevention efforts and complying with MHSA requirements. Several one day workshops designed to support contractors in efforts to implement program evaluation will be conducted. The focal point of the workshops are geared towards choosing and/or developing appropriate evaluation instrumentation that best measures your specific program outcomes. Topics will include:

- Design Basics: Key Concepts; Helpful Hints
- Types of Instruments: Which Format?; Standardized vs. Locally Designed?
- Types of Response Options: Pros & Cons
- Choosing Instrumentation That's Right for You: Considering Population; Program Context & More!
- Ways to Effectively Utilize the California Healthy Kids Survey Data
- Compiling a Complete Instrument: Piecing it Together
- Resources at Your Fingertips

As follow up, additional workshops concerning collecting, entering, storing, processing, analyzing, and reporting data are essential components of accountability and program improvement. Workshops will be designed to support local prevention program staff in efforts to manage the data yielded by local projects. This capacity building workshop is designed to develop the ability to be an informed participant in the program's evaluation process. The focus includes theoretical and practical knowledge and skill sets that can be applied independently or in collaboration with a program evaluator.

These trainings and follow up sessions will be offered to all contracted and county PEI providers. It is estimated that 100 people will be served each year at a minimum of three workshops per year at a cost of \$6,700 per workshop for a rounded total of **\$20,000** per year.

- ☞ **Sustainability Planning**—Developing programs that will sustain the adversities that arise with changing economies and cultures can only be achieved by equipping communities with the information necessary to operate successfully. Organizations such as The Finance Project (not a vendor of San Bernardino County) provide in-depth training session that prepare participants to lead or facilitate the sustainability planning process. San Bernardino intends to certify all six of the Community Liaisons and four additional DBH staff. This will allow the County to begin the process of building sustainable community collaboratives. The cost per certification (year 1) is approximately \$2,000 per person. Costs associated with travel and materials to conduct sustainability planning activities are included in year two at approximately \$9,000 for a two year total of **\$24,700**.

- ☞ **Assessing Community Readiness** – While some communities actively participate in prevention, collaborating with local leaders, public agencies, and citizens to tackle prevention goals, others may be working prevention in some areas but not others. San Bernardino intends to assess the stages of community readiness across the county and take appropriate actions to mobilize and build community assets. To ensure consistency across the County, all six Community Liaisons will be trained to utilize the same tools and methodologies when assessing the readiness of the communities assigned. Training and tool development costs for year one are \$15,000 and booster sessions will be provided in year two to assist with analysis and provide follow-up at a cost of \$5,000. The two year cost is estimated at **\$20,000**.

- ☞ **Community Health Workers** will need to be trained to implement the Promotores de Salud across the County. The County will assist in implementing the first 8 week training session to the first group of "Promotores" in year one. DBH intends to expand the Promotores model in year two to include additional cultural groups.

Twice as many Health Promoters will be trained in year two. Costs associated with materials and training for both years totals **\$6,000**.

- ☞ **Suicide Prevention** – San Bernardino County intends to implement several local strategies as outlined in the California Strategic Plan on Suicide Prevention. In order to support these efforts, PEI staff should be informed of the latest research and trends concerning suicide prevention across the state. To ensure access to resources, DBH intends to send at minimum two staff to attend the American Association of Suicidology Annual Conference. Cost associated with travel, accommodations, and the conference for year one total approximately \$2,000. Year two costs can be leveraged with other resources or only one staff will attend this important National Conference at a cost of \$1,000. Total request for this important activity is **\$3,000** over two years.

The services described above may be delivered by, but not limited to, any of the following: currently contracted vendors, qualified potential vendors, other government agencies, Department of Behavioral Health, community-based, faith-based, non-profit, and grassroots organizations. In addition, DBH intends to leverage existing prevention resources and may utilize services from in-kind resources.

The County and its contractor(s) for these services agree to comply with the following criteria:

- 1) This funding established pursuant to the Mental Health Services Act (MHSA) shall be utilized for activities consistent with the intent of the Act and proposed guidelines for the Prevention and Early Intervention component of the County's Three-Year Program and Expenditure Plan.
- 2) Funds shall not be used to supplant existing state or county funds utilized to provide mental health services.
- 3) These funds shall only be used to pay for the programs authorized in WIC Section 5892.
- 4) These funds may not be used to pay for any other program.
- 5) These funds may not be loaned to the state General Fund or any other fund of the state, or a county general fund or any other county fund for any purpose other than those authorized by WIC Section 5892.
- 6) These funds shall be used to support a project(s) that demonstrates the capacity to develop and provide statewide training, technical assistance and capacity building services and programs in partnership with local and community partners via subcontracts or other arrangements to assure the appropriate provision of community-based prevention and early intervention activities.
- 7) These funds shall be used to support a project(s) that utilizes training methods that have demonstrated the capacity to increase skills and promote positive outcomes consistent with the MHSA and PEI proposed guidelines.

Certification

I HEREBY CERTIFY to the best of my knowledge and belief this request in all respects is true, correct, and in accordance with the law.

Director, County Mental Health Program (original signature)

Instructions: Please complete one budget Form No. 4 for each PEI Project and each selected PEI provider.

County Name:	County of San Bernardino	Date:	1/21/09
PEI Project Name:	Community Wholeness and Enrichment Expansion - Integrated Health Care		
Provider Name (if known):	Holt / McKee Clinics		
Intended Provider Category:			
Proposed Total Number of Individuals to be served:	FY 07-08	FY 08-09	300
Total Number of Individuals currently being served:	FY 07-08	FY 08-09	119
Total Number of Individuals to be served through PEI Expansion:	FY 07-08	0	FY 08-09
Months of Operation:	FY 07-08	0	FY 08-09
Total Program/PEI Project Budget			
Proposed Expenses and Revenues		FY 07-08	FY 08-09
A. Expenditure			
1. Personnel (list classifications and FTEs)			
a. Salaries, Wages			
	Psychiatrist	\$82,701	\$82,701
	CT I	\$151,340	\$151,340
	Social Worker II	\$109,990	\$109,990
	OA II	\$67,558	\$67,558
b. Benefits and Taxes @ 47 %		\$193,447	\$193,447
c. Total Personnel Expenditures		\$0	\$605,036
2. Operating Expenditures			
a. Facility Cost		\$28,600	\$28,600
b. Other Operating Expenses		\$16,364	\$16,364
c. Total Operating Expenses		\$0	\$44,964
3. Subcontracts/Professional Services (list/itemize all subcontracts)			
			\$0
			\$0
			\$0
a. Total Subcontracts		\$0	\$0
4. Total Proposed PEI Project Budget		\$0	\$650,000
B. Revenues (list/itemize by fund source)			
			\$0
			\$0
			\$0
1. Total Revenue		\$0	\$0
5. Total Funding Requested for PEI Project		\$0	\$650,000
6. Total In-Kind Contributions		\$0	\$0

BUDGET NARRATIVE COMMUNITY WHOLENESS AND ENRICHMENT EXPANSION

The Community Wholeness and Enrichment Project will be expanded by focusing on integrated health care and will be implemented by the Department of Behavioral Health for eligible participants throughout San Bernardino County. The budget includes funding for personnel and operating expenses at two locations.

TOTAL AUGMENTATION FUNDING: YEAR 1 (07-08) \$0 YEAR 2 (08-09) \$650,000

ESTIMATED PERSONNEL: Year 1 (07-08) - \$0 Year 2 (08-09) - Total \$605,036

Staff will be allocated/hired by the agency(s) selected for implementation in this RFP process, and may consist of the following:

- **Clinical Therapist I 2.0 FTE at \$75,670 for a total \$151,340**
The CTI would support all service strategies in the project as well as provide clinical direction for more complex cases.
- **Social Worker II 2.0 FTE at \$54,995 each for Total \$109,990**
This position will be responsible for any higher intensity case management services needed for program participants identified. This paraprofessional position will work closely with the clinical therapist and supervisor to ensure appropriate actions are set for participants.
- **Psychiatrist 0.5 FTE at Total \$82,701**
This position examines, diagnoses, and administers treatment to patients, including prescribing medications. Provides consultation and education to other mental health program professionals and agencies.
- **Office Assistant II 2.0 FTE at \$33,779 each for a total of \$67,558**
This highly skilled Administrative position would directly support project coordination scheduling of related meetings, trainings, processing of program referrals across strategies and agencies, and data entry as indicated

Benefits and Taxes Year 1 (07-08) - \$0 Year 2 (08-09) Total \$193,447

Benefits and Taxes are calculated at 47% of salary, and includes FICA, health and dental coverage, SDI, workers compensation insurance, state and federal payroll taxes

OPERATING EXPENSES: Year 1 (07-08) - \$0 Year 2 (08-09) Total \$44,964

Facility Cost Year 1 (07-08) - \$0 Year 2 (08-09) \$28,600

Facility Cost for 2 sites at 650 sq feet per site. The Holt site cost is \$2.05 per sq ft and the McKee site is 1.94 per sq ft.

Other Operating Expenses Year 1 and Year 2 Total \$16,364

Professional Services- staff development and training -based on current average annual cost of \$400 per budgeted FTE (6.5)	\$2,600
Translation and Interpreter Services - based on current average annual cost of \$3 per client	\$900
Travel and Transportation	\$940
General Office Expenditures - based on current average annual cost per budgeted FTE (6.5) of \$1010.	\$6,060
Utilities and Equipment - based on current average annual cost per budgeted FTE of \$4864.	\$5,864

Attachment A

Instructions: Please complete one budget Form No. 4 for each PEI Project and each selected PEI provider.

County Name: Bernardino

Date: 1/21/09

PEI Project Name: Child and Youth Connection Expansion

Provider Name (if known): County Project

Intended Provider Category: County Agency

Proposed Total Number of Individuals to be served: FY 07-08 0 FY 08-09 990

Total Number of Individuals currently being served: FY 07-08 0 FY 08-09 500

Total Number of Individuals to be served through PEI Expansion: FY 07-08 0 FY 08-09 490

Months of Operation: FY 07-08 0 FY 08-09 12

		Total Program/PEI Project Budget		
Proposed Expenses and Revenues		FY 07-08	FY 08-09	Total
A. Expenditure				
1. Personnel (list classifications and FTEs)				
a. Salaries, Wages				
	CT I (1.0 FTE)		\$78,894	\$78,894
	Social Worker II (2.0 FTE)		\$114,691	\$114,691
	OA II (1.0 FTE)		\$38,813	\$38,813
b. Benefits and Taxes @ 47 %			\$109,227	\$109,227
c. Total Personnel Expenditures		\$0	\$341,625	\$341,625
2. Operating Expenditures				
a. Facility Cost			\$25,600	\$25,600
b. Other Operating Expenses			\$15,384	\$15,384
c. Total Operating Expenses		\$0	\$40,984	\$40,984
3. Subcontracts/Professional Services (list/itemize all subcontracts)				
	Social Services Practitioner, (1FTE)		\$100,045	\$100,045
	Social Worker II (1.0 FTE)		\$57,346	\$57,346
				\$0
a. Total Subcontracts		\$0	\$157,391	\$157,391
4. Total Proposed PEI Project Budget		\$0	\$540,000	\$540,000
B. Revenues (list/itemize by fund source)				
				\$0
				\$0
				\$0
1. Total Revenue		\$0	\$0	\$0
5. Total Funding Requested for PEI Project		\$0	\$540,000	\$540,000
6. Total In-Kind Contributions		\$0	\$0	\$0

BUDGET NARRATIVE: CHILD AND YOUTH CONNECTION EXPANSION

The Child and Youth Connection PEI expansion will be implemented by the Department of Behavioral Health (DBH) and through an MOU with San Bernardino County Juvenile Public Defenders Office and San Bernardino County Children's Network to assist in building infrastructure across San Bernardino County to support improved outcomes for systems-involved youth.

TOTAL AUGMENTATION FUNDING: YEAR 1 (07-08) \$0 YEAR 2 (08-09) \$540,000

PERSONNEL: Year 1 (07-08) - \$0 Year 2 (08-09) - Total \$341,625

Staff will be hired by DBH and may consist of the following:

- **2 FTE Social Worker II at \$114,691**
The social worker staff members will be responsible for providing case management services for juvenile court and foster children and youth, assisting with screenings for foster children, and attending Team Decision Meetings at the Department of Children Services.
- **1 FTE Clinical Therapist I at \$78,894**
The clinical therapists will be located in a San Bernardino County Department of Children's Services (DCS) office. Clinicians at each DCS office will provide screenings for foster children. The clinicians will also participate in Team Decision Making meetings held in group homes, foster homes, and DCS offices to provide mental health consultation, referrals, and linkages to services.
- **1 FTE Office Assistant III at \$38,812**
This administrative position will directly support clinical therapists through processing program referrals, collection, entry and management of program data.

BENEFITS AND TAXES: Year 1 (07-08) - \$0 Year 2 (08-09) \$109,227

Benefits and Taxes are calculated at 47% of salary, and includes FICA, health and dental coverage, SDI, workers compensation insurance, state and federal payroll taxes.

OPERATING EXPENSES: Year 1 (07-08) - \$0 Year 2 (08-09) Total \$40,984

Facility Costs Total \$25,600

Facility costs include phone lines, chairs/workstations, etc at average San Bernardino County cost of \$6,400 for each of the four (4) budgeted FTEs.

Other Operating Expenses Year 1 (07-08) - \$0 Year 2 (08-09) Total \$15,384

Professional Development – staff development and training includes training and interpreter services at an average cost of \$666 for each of the four (4) budgeted FTE's	\$2664
Travel and transportation for staff based on average annual cost per budgeted FTE of \$733.	\$2932
Cost of new equipment needed	\$5748
General office expenditures based on current County estimated average cost per budgeted FTE of \$1010 (4 X 1,010).	\$ 4040

SUBCONTRACTS: Year 1 (07-08) - \$0 Year 2 (08-09) - \$157,391

Juvenile Public Defenders Office

The Juvenile Public Defenders office will be subcontracted to employ an additional Social Service Practitioner (SSP) to work with juvenile justice system involved children and youth and their families. The amount allocated for the salary and benefits of this position is \$100,045.

Children's Network

The San Bernardino County Children's Network will be subcontracted to employ a Mentoring Resource Specialist who will connect foster children and youth with mentors. The amount allocated for the salary of this position is \$57,346.

Instructions: Please complete one budget Form No. 4 for each PEI Project and each selected PEI provider.

County Name: San Bernardino

Date: 1/8/09

PEI Project Name: **Promotores De Salud (Community Health Workers)**

1. Disparities in Access to Mental Health Services

Provider Name (if known): To be determined per RFP

Intended Provider Category: Ethnic or cultural organization

Proposed Total Number of Individuals to be served: FY 07-08 0 FY 08-09 4000

Total Number of Individuals currently being served: FY 07-08 0 FY 08-09

Total Number of Individuals to be served through PEI

Augmentation: FY 07-08 0 FY 08-09 4000

Months of Operation: FY 07-08 0 FY 08-09 8

Total Program/PEI Project Budget			
Proposed Expenses and Revenues	FY 07-08	FY 08-09	Total
A. Expenditure			
1. Personnel (list classifications and FTEs)			
a. Salaries, Wages			
Community Health Workers (Contracted Promotres)		\$180,000	\$180,000
(36 @ \$5000 each)			\$0
			\$0
c. Total Personnel Expenditures	\$0	\$180,000	\$180,000
2. Operating Expenditures			
a. Facility Cost		\$0	\$0
c. Other Operating Expenses:		\$20,000	\$20,000
f. Total Operating Expenses:	\$0	\$20,000	\$20,000
3. Subcontracts/Professional Services (list/itemize all subcontracts)			
			\$0
			\$0
			\$0
a. Total Subcontracts	\$0	\$0	\$0
4. Total Proposed PEI Project Budget		\$0	\$0
B. Revenues (list/itemize by fund source)			
			\$0
			\$0
			\$0
1. Total Revenue	\$0	\$0	\$0
5. Total Funding Requested for PEI Project	\$0	\$200,000	\$200,000
6. Total In-Kind Contributions	\$0	\$0	\$0

BUDGET NARRATIVE: PROMOTORES DE SALUD/COMMUNITY HEALTH WORKERS)

The Promotores de Salud/Community Health Workers budget represents the intent to expand the current efforts to promote mental health awareness, education, and available resources for those that belong to various socio-cultural diverse communities throughout San Bernardino County targeting predominantly the underserved populations. In addition to serving the Latino population as originally planned, the project will increase to provide Community Health Workers for the following ethnic origins: Asian-Pacific Islander, African American, Lesbian Gay Bisexual Transsexual and Questioning (LGBTQ) and Native American. The community based agencies will be chosen through a Request for Proposal (RFP) process that will include key considerations such as target population, outreach and educational efforts, partnerships with faith-based organizations, and other variables that were established during the stakeholder process and outlined in the plan.

PERSONNEL: Year 1 (07-08) - \$0 Year 2 (08-09) - \$180,000 Total \$180,000

Staff will be allocated/hired by the agency(ies) selected for implementation in the RFP processes, and will consist of the following:

- **36 Community Health Workers at \$5,000 per worker per year Total \$180,000**

The Community Health Workers (CHW) are volunteer staff that will be paid a stipend. The CHWs will be trained on mental health and wellness topics and community resources. They will make home visits to those in need of mental health resources and provide one-on-one educational sessions in the home. They will make educational presentations to community groups and collaborate extensively with stakeholders to build a firm community support system.

Operating Expenses Year 1 (07-08) - \$0 Year 2 (08-09) Total \$20,000

Professional Services – staff development and training for culturally specific delivery of services, etc. (\$400 per underserved population served)	\$1,600
Travel and transportation for staff based on average annual cost of \$750 per underserved population served. The CHW's require continual collaboration within the community in natural settings requiring continuous transportation to monitor program success and build collaborations.	\$3,000
Gas Cards for CHW's- Gas cards will be provided to assist participants with transportation to mental health and educational services. The estimated average cost for a tank of gas is approximately \$50. This will provide an estimated 240 individual and/or families with assistance in travel to reach services.	\$12,000
Other Misc. Operating Expenses (general liability, unforeseen start-up needs based on current average annual cost of \$850 per underserved population)	\$3,400

Facility Costs

There are no facility costs for Year 1 (07-08) and for year 2 (08-09)

Total Funding Requested for the Promotores de Salud/Community Health Workers PEI Augmentation Project	\$200,000
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Instructions: Please complete one budget Form No. 4 for each PEI Project and each selected PEI provider.

County Name: San Bernardino

Date: 1/20/09

PEI Project Name: **Family Resource Center Expansion**

3. Children and Youth in Stressed Families

Provider Name (if known):

Unknown

Intended Provider Category:

Family resource center

Proposed Total Number of Individuals to be served:

FY 07-08

FY 08-09

3750

Total Number of Individuals currently being served:

FY 07-08

FY 08-09

Total Number of Individuals to be served through PEI

Expansion:

FY 07-08

FY 08-09

3750

Months of Operation:

FY 07-08

FY 08-09

12

Total Program/PEI Project Budget			
Proposed Expenses and Revenues	FY 07-08	FY 08-09	Total
A. Expenditure			
1. Personnel (list classifications and FTEs)			
a. Salaries, Wages			
Program Manager II (1 FTE)		\$71,026	\$71,026
Clinic Supervisor (1 FTE)		\$64,490	\$64,490
Secretary (1 FTE)		\$30,803	\$30,803
Data Entry Clerk (1 FTE)		\$26,402	\$26,402
Clinical Therapist I (1 FTE)		\$52,804	\$52,804
Social Worker II (1 FTE)		\$40,510	\$40,510
Alcohol and Drug Counselors (1 FTE)		\$39,603	\$39,603
Peer and Family Advocates (2 FTE)		\$58,085	\$58,085
Total		\$383,723	\$383,723
b. Benefits and Taxes @ 37.067 %	\$0	\$142,235	\$142,235
c. Total Personnel Expenditures	\$0	\$525,958	\$525,958
2. Operating Expenditures			
a. Facility Cost		\$33,421	\$33,421
b. Other Operating Expenses		\$151,321	\$151,321
c. Total Operating Expenses	\$0	\$184,742	\$184,742
3. Subcontracts/Professional Services (list/itemize all subcontracts)			
	\$0		\$0
a. Total Subcontracts	\$0		\$0
4. Total Proposed PEI Project Budget	\$0	\$710,700	\$710,700
B. Revenues (list/itemize by fund source)			
1. Total Revenue	\$0	\$0	\$0
5. Total Funding Requested for PEI Project	\$0	\$710,700	\$710,700
6. Total In-Kind Contributions	\$0	\$0	\$0

Attachment D

BUDGET NARRATIVE: FAMILY RESOURCE CENTERS EXPANSION

The Family Resource Center (FRC) budget represents the intent to work with currently unidentified community based organizations to use current PEI funding (3,227,000) to establish possibly four (4) centers that provide an array of services to the community that are culturally and ethnically appropriate to the designated region. An additional \$710,000 has been allocated to allow for the possibility of one more center, for a total of 5 Family Resource Centers in San Bernardino County. The locations of these possible five (5) centers are as of yet undecided and will be determined by the need of the surrounding community as well as the intent to locate each center in a different geographic region of San Bernardino County. The community based agencies will be chosen through a Request for Proposal (RFP) process that will include key considerations such as the requirement of a youth leadership component, partnerships with faith-based organizations, and other variables that were established during the stakeholder process and outlined in the plan.

TOTAL AUGMENTATION FUNDING: YEAR 1 (07-08) \$0 YEAR 2 (08-09) \$710,000

PERSONNEL: Year 1 (07-08) - \$0 Year 2 (08-09) - Total \$383,723

Staff will be allocated/hired by the agency(s) selected for implementation in the RFP processes, and will consist of the following:

• Program Manager- 1 FTE at \$71,206 -Total \$71,206

The planning and development function will support all three Family Resource Centers throughout the County by providing planning, organization, coordination and implementation of the key components of the FRC as outlined in the plan. The Program Manager will also develop programs to meet community needs and form collaborations with key stakeholders in the surrounding areas. The Program Manager will prepare a program budget and exercise fiscal control over all centers within the guidelines established in the contract. Selected staff will also be skilled at public speaking, presentations, and have excellent knowledge of community resources.

• 1 FTE Clinic Supervisor equivalent at 64,490 -Total \$64,490

This position will supervise Clinical Therapists and other support staff. The Clinic Supervisor will plan, coordinate and evaluate the work of the staff; determine training needs and conduct in-service trainings. They will supervise center operations which entail responsibility for safety and security of staff, reporting maintenance and repair needs, preparing budget requests for equipment and supplies, and controlling expenditures. The Clinic Supervisor will also serve as a liaison to the community and may make presentations to community groups as required to explain programs and promote acceptance, support and participation.

• 1 FTE Program Secretary equivalent at 30,803-Total \$30,803

This administrative position would directly support the Program Manager, scheduling of related meetings, trainings, processing of program referrals across strategies and agencies. This position will allow for one full FTE at each site.

• 1 FTE Data Entry Clerk equivalent at 26,402Total \$26,402

This administrative position would directly support the Coordinator and administrative support staff through collection, entry and management of data. This position will allow for one full FTE at each site.

FRC Community Based Implementation Partners

• 1 FTE Alcohol and Drug Counselor at an average of \$39,603

• 1 FTE Case Manager at an average of \$40,510 each,

• 1FTE Clinical Therapist at an average of \$52,804.

This amount reflects the anticipated community based organization staff that will make up the teams working with the community in the Family Resource Centers. Staff will consist of one (1) FTE Alcohol and Drug Counselor per site, one (1) FTE Clinical Therapists per site, and one (1) FTE Case manager per site. Selected staff will be trained in group facilitation, developmental and social emotional screening, and/or case management.

FRC Peer Support Partners

• 2 FTE Peer and Family Advocates(PFA) at 29,042- Total \$58,085

This amount reflects the anticipated need for Family Resource Centers to employ those with first-hand peer and/or family experiences with behavioral challenges. The Peer and Family Advocates (PFA) will

Attachment D

serve as an advocate for consumers and their families to access community resources. PFA's w

conduct various support groups, classes, and wellness and recovery activities. They will support the outreach efforts of the Family Resource Centers by assisting with presentations to the community. This position will allow for two (2) FTE at each site.

BENEFITS AND TAXES: Year 1 (07-08) - \$0 Year 2 (08-09) \$142,235

Benefits and Taxes are calculated at 37.067% of salary, and includes FICA, health and dental coverage, SDI, workers compensation insurance, state and federal payroll taxes.

OPERATING EXPENSES: Year 1 (07-08) - \$0 Year 2 (08-09) Total \$184,042

Facility Costs Total \$33,421

Facility Rental for 1 site at 10,000 square feet for 12 months.

Other Operating Expenses Year 1 (07-08) - \$0 Year 2 (08-09) Total \$150,621

Professional Development – staff development and training for additional training required per licensing, certification, or special trainings for culturally specific delivery of services, etc. (\$440 per FTE per year)	\$3960
Travel and transportation for staff based on average annual cost per budgeted FTE of \$976.67 (The Family Resource Centers require continual collaboration within the community in natural settings leading to increased travel).	\$8790
General office expenditures based on current average cost per budgeted FTE of \$2,264.00.	\$ 20,376
Utilities and Equipment based on current average cost per budgeted FTE of \$5,888.89. (This includes Computers for new employees at an average of \$3,000 per FTE including set up for a Computer total of \$108,000 in addition to other expenditures)	\$53,000
Other Misc. Operating Expenses (general liability, vehicle insurance premiums, unforeseen start-up needs, based on current average annual cost of \$3,157 per FTE)	\$28,420
Vehicles (one per site=4) at average cost of \$23,000 per vehicle	\$23,000
Indirect costs -A 10% indirect cost has also been figured into the budget to offset indirect costs incurred by the contractor in the implementation of this grant.	\$13,775

Instructions: Please complete one budget Form No. 4 for each PEI Project and each selected PEI provider.

County Name: San Bernardino

Date: 1/21/09

PEI Project Name: **PEI Evaluation**

Months of Operation: FY 07-08 _____ FY 08-09 12

Proposed Expenses and Revenues	Total Program/PEI Project Budget		
	FY 07-08	FY 08-09	Total
A. Expenditure			
1. Personnel (list classifications and FTEs)			
a. Salaries, Wages			
Staff Analyst II (2 FTE)		\$142,938	\$142,938
			\$0
			\$0
b. Benefits and Taxes @ 47 %		\$67,181	\$67,181
c. Total Personnel Expenditures	\$0	\$210,119	\$210,119
2. Operating Expenditures			
a. Facility Cost		\$20,000	\$20,000
b. Other Operating Expenses		\$18,780	\$18,780
c. Total Operating Expenses	\$0	\$38,780	\$38,780
3. Subcontracts/Professional Services (list/itemize all subcontracts)			
School Based Initiative Eval		\$139,568	\$139,568
Community Based Eval		\$199,830	\$199,830
System Enhancement Eval		\$260,096	\$260,096
a. Total Subcontracts	\$0	\$599,494	\$599,494
4. Total Proposed PEI Project Budget	\$0	\$848,393	\$848,393
B. Revenues (list/itemize by fund source)			
			\$0
			\$0
			\$0
1. Total Revenue	\$0	\$0	\$0
5. Total Funding Requested for PEI Project	\$0	\$848,393	\$848,393

The PEI Evaluation Plan will be implemented by the Department of Behavioral Health (DBH) to develop key indicators for evaluation, assess the current PEI Plan, and manage data collection and analysis activities in collaboration with consultants.

ESTIMATED PERSONNEL: Year 1 (07-08) - \$0 Year 2 (08-09) - Total \$210,118

Staff will be hired by the Department of Behavioral Health for implementation and may consist of the following:

- **Staff Analyst II 2.0 FTE at \$57,304 for a total \$142,938**

Will conduct research and analytical studies for the Prevention and Early Intervention (PEI) operations and programs. Will also makes recommendations for development, implementation or improvement to PEI programs or operations.

Benefits and Taxes Year 1 (07-08) - \$0 Year 2 (08-09) Total \$67,181

Benefits and Taxes are calculated at 47% of salary, and includes FICA, health and dental coverage, SDI, workers compensation insurance, state and federal payroll taxes

OPERATING EXPENSES: Year 1 (07-08) - \$0 Year 2 (08-09) Total \$38,780

Facility Cost Year 1 (07-08) - \$0 Year 2 (08-09) \$20,000

Facility Costs include phone lines, chairs/workstations, ect.

Other Operating Expenses Year 1 and Year 2 Total \$18,780

Professional Services- staff development and training -based on current average annual cost of \$1500 per budgeted FTE (2)	\$3000
Travel and Transportation – based on an average cost of \$1,800 per FTE (2)	\$3600
General Office Expenditures - based on average annual cost of \$1475 per FTE (2)	\$2950
Utilities and Equipment - based on average annual cost of \$4864 per budgeted FTE (2)	\$9230

SUBCONTRACTS: Year 1 07-08) - \$0 Year 2 (08-09) - \$599,494

Contracted Evaluation Consultants (not yet identified) – Will assist in the development of standard tools, methodology and evaluation plan for PEI projects, including an overall PEI evaluation plan.

School Based evaluation vendor - \$139,568

Community Based evaluation vendor - \$199,830

System Enhancement evaluation vendor - \$260,096

Instructions: Please complete one budget Form No. 4 for each PEI Project and each selected PEI provider.

County Name: San Bernardino

Date: 1/6/09

PEI Statewide Project Name: **Training and Technical Assistance**

Proposed Expenses and Revenues	Total Program/PEI Project Budget		
	FY 08-09	FY 09-10	Total
A. Expenditure			
1. Personnel (list classifications and FTEs)			
a. Salaries, Wages			
Community Liaison 3 FTE @ \$47,528/year	\$142,584	\$142,584	\$285,168
			\$0
c. Total Personnel Expenditures - 3 FTE	\$142,584	\$142,584	\$285,168
2. Operating Expenditures			
a. Facility Cost	\$30,000	\$30,000	\$60,000
b. Other Operating Expenses	\$48,116	\$48,116	\$96,232
c. Total Operating Expenses	\$78,116	\$78,116	\$156,232
3. Subcontracts/Professional Services (list/itemize all subcontracts)			
NCTI Crossroads Education	\$20,000	\$20,000	\$40,000
Bridges out of Poverty	\$9,000	\$2,700	\$11,700
Understanding Educational Corrective Action Programs	\$0	\$10,000	\$10,000
Conducting Grassroots Evaluation	\$0	\$20,000	\$20,000
Developing a Sustainability Plan	\$19,700	\$5,000	\$24,700
Incredible Years Training	\$4,000	\$4,000	\$8,000
Community Health Workers	\$2,000	\$4,000	\$6,000
Suicide Prevention Initiative	\$2,000	\$1,000	\$3,000
Assessing Community Readiness	\$15,000	\$5,000	\$20,000
ACHA National College Health Assessment	\$6,000	\$6,000	\$12,000
Effective Black Parenting	\$24,500	\$24,500	\$49,000
a. Total Subcontracts	\$102,200	\$102,200	\$204,400
5. Total Proposed PEI Project Budget	\$322,900	\$322,900	\$645,800